

Group Home (GH) 40-Hour Initial Certification

Core of Knowledge Guideline*

6-Hours	4-Hours	4-Hours	4-Hours	3-Hours	2-Hours	6-Hours	5-Hours	4-Hours	1-Hour	1-Hour
LAW & REGULATIONS	BUSINESS OPERATIONS	MANAGEMENT/ SUPERVISION OF STAFF	PSYCH/SOCIAL & EDUCATION NEEDS	COMMUNITY & SUPPORT SERVICES	PHYSICAL NEEDS	MEDICATION	ADMISSION & ASSESSMENT RETENTION NON-DISCRIMINATION	EMERGENCY INTERVENTION NON-VIOLENT	SAFETY OF FOSTER YOUTH	CULTURAL COMPETENCY
<p>Health and Safety Code 1522.41</p> <p>Regulation Title 22, Div. 6, Chapter 1 & 5</p> <ul style="list-style-type: none"> Administrative responsibility/ Accountability Mandated Reporting Confidentiality Personal Rights Complaint Procedures <p>State Fire Code Regulations</p> <ul style="list-style-type: none"> R2 Occupancies <p>Clear understanding of rate calculations</p> <p>Non-Profit law</p> <p>W&I Code 300/600/632</p>	<p>Liability Issues</p> <ul style="list-style-type: none"> Insurance <p>Budgeting and fiscal documentation</p> <p>Monitoring of ongoing operations</p> <ul style="list-style-type: none"> Transportation <p>Funding sources</p> <p>Overview of Labor Laws</p> <p>Marketing a facility</p> <p>Record Keeping</p> <p>Other agencies</p> <ul style="list-style-type: none"> IRS EDD ICE OSHA <p>Contract compliance</p> <p>Audits:</p> <ul style="list-style-type: none"> Program Financial Fiscal <p>Accounting & Tax filing requirements</p> <p>Fund raising:</p> <ul style="list-style-type: none"> What's legal? How to mix with other funds 	<p>Staffing requirement/ratio</p> <p>Hiring practice:</p> <ul style="list-style-type: none"> Criminal Background Check requirements Use of volunteers/interns EEO requirements Job description Federal/State requirements DMV <p>Performance evaluations</p> <p>Personnel policy manual</p> <ul style="list-style-type: none"> Supervision of staff Discipline <p>Personnel records requirements</p> <p>Admin/Staff training requirements:</p> <ul style="list-style-type: none"> Initial/ongoing First Aid/CPR Immunizations and Health Water safety Cal-OSHA Illness/injury prevention plan Staff Duties/ responsibilities Employer responsibilities 	<p>Identifying characteristics and special needs of client population</p> <p>Family Involvement/ participation and dynamics</p> <p>Trauma informed care</p> <p>Activities</p> <p>Education:</p> <ul style="list-style-type: none"> General requirements Understanding of special education Assessment Educational choices Permanency Education Rights Holders 	<p>Responsibility & expectations of referral agencies</p> <p>Overviews of courts, welfare, probation, mental health</p> <p>Mental health managed care</p> <p>Parental relationships:</p> <ul style="list-style-type: none"> Extended family Siblings Caregiver <p>Collaboration/ role with:</p> <ul style="list-style-type: none"> Law enforcement Fire dept. Emergency/ongoing medical response teams Business sector Outside agencies/services Reporting – Law enforcement contact <p>Other resources</p>	<p>Illness/injury plan</p> <p>Disaster plan</p> <p>Food</p> <p>Managed care</p> <p>Recreation</p> <p>Community integration</p> <p>CCL physical plant requirements</p>	<p>Administration of medication</p> <ul style="list-style-type: none"> Technical aspects <p>Regulatory requirements:</p> <ul style="list-style-type: none"> Storage Documentation Disposal <p>Role of medications in treatment plan</p> <ul style="list-style-type: none"> Typical interactions Side effects Staff's role Monitoring Reporting <p>Communication/ with pharmacists, MDs</p> <p>Drug interaction/ pharmacodynamics</p> <p>Common medications:</p> <ul style="list-style-type: none"> Infection control Reproductive Rights Seizure disorder Psychotropic PRN <p>Medi-Cal</p> <p>Medical/Dental funding</p> <p>Medical Rights</p> <p>Integrated medical Services (IMS)</p>	<p>Program Statement</p> <p>Assessment</p> <p>Allowable vs Prohibited conditions/IMS</p> <p>Needs and Services plan:</p> <ul style="list-style-type: none"> Development Review <p>Charting and Documentation</p> <p>Admission Agreements</p> <p>Termination</p> <p>Discharge planning</p> <ul style="list-style-type: none"> Graduation After care Transitional Housing Emancipation Independent Living Reunification Education <p>Client satisfaction</p> <p>Program outcome</p> <p>Age exceptions</p> <p>Non-discrimination or Harassment</p> <p>Client's rights</p>	<p>Special incident reporting – Law enforcement contact</p> <p>5150</p> <p>Behavioral support</p> <ul style="list-style-type: none"> De-escalation <p>Emergency intervention regulations</p> <p>Other resources</p>	<p>CA Student Safety & Violence prevention Act of 2000</p> <p>Resolving Conflict</p> <ul style="list-style-type: none"> Early Prevention Bullying Effects Statistics Cyber-bullying Medication Techniques Technology Electronics Social Media 	<p>LGBTQ</p> <ul style="list-style-type: none"> Ethics & values Self-awareness Education/Skills/ Resources/ Advocacy Staff Training Requirements Diversity